

POSITION NUMBER : 60010231
JOB TITLE AND LEVEL : PERSONAL ASSISTANT TO CEO (C4)
REPORTS TO : CHIEF EXECUTIVE OFFICER
LOCATION : HEAD OFFICE - PRETORIA
POSITION STATUS : PERMANENT

Purpose of the Job

The Personal Assistant to the CEO provides high level confidential support to the Chief Executive by providing a full secretarial and administrative service. This role involves managing the CEO's schedule, coordinating meetings and appointments, handling confidential information, and serving as the primary point of contact between the CEO and internal/external stakeholders. The Personal Assistant must be highly organized, detail-oriented, and capable of managing multiple tasks simultaneously in a fast-paced environment.

Job Responsibilities

- To act as a first point of contact dealing with correspondence and phone calls
- To proactively manage and coordinate the diary of the Chief Executive Officer by prioritising and arranging internal and external meetings, ensuring appropriate briefing papers are prepared and provided.
- Plan and organise travel and accommodation when required
- Maintain effective filing and data storage including emails ensuring the needs of the Chief executive are met.
- To provide full personal assistant support by dealing with all correspondence and calls, drafting routine letters to a high standard, minute meetings, taking messages and other administrative tasks as required to support the Chief Executive Officer.
- To provide support for Board of Director meetings by ensuring meetings are properly arranged and serviced. This will include drafting agendas, collating papers and reports, taking minutes and following up action points.
- Supporting the Chief Executive Officer to keep the Board of Director informed about the work of the organisation and their appropriate training and induction.
- To service meetings of the Executive team by drafting and collating papers and reports, preparing manageable agendas, taking minutes and following up on actions points.
- To plan and manage key organisational events such as; Conferences, Strategy days, Staff briefings and others as required.
- Any other duties relevant to the needs of the organisation and as directed

Qualifications and Experience

- National Diploma and/or Bachelor's Degree in Business Administration, Management, or related field essential
- 8 years' proven experience in a similar role providing support at an executive level.
- + 5 years work experience in a banking sector.
- Experience of providing support to Board of Directors.
- Experience engaging and coordinating work with various stakeholders' groups - Ability to convey information to people clearly and simply.
- Diary Management Experience at CE Office Level - Ability to coordinate, plan and manage a complex and busy diary.
- Excellent administrative skills including the ability to identify administrative needs and develop and maintain appropriate systems to meet them.
- Experience of managing and planning projects, conferences and events at CE Office Level.

Knowledge and understanding of:

- Office management
- SAP
- Understanding of business environment
- Excellent knowledge of Microsoft Office
- Ability to take accurate minutes, including being able to interpret and sum up complex discussions concisely
- Ability to draft routine correspondence and reports
- Ability to maintain accuracy and attention to detail
- Good negotiation skills
- Excellent interpersonal and communication skills including diplomacy
- Excellent time management skills with the ability to manage multiple priorities and deadlines

Skills and attributes

- The ability to work effectively with colleagues at all levels in a high-pressure environment. Confident and determined with the ability to work on own initiative and as a team member when required, Ability to prioritise, meet deadlines and manage the conflicting demands of a busy workload, Ability to work flexibly and occasionally out with office hours, Time management skills, Project management skills, Coordination and Office management skills, Attention to detail and problem solving skills, Written and verbal communication skills, Organizational and planning skills, Negotiation and relationship-building skills, Business acumen, Computer literacy – Microsoft Office package (MS Word, Excel, Power Point, and Outlook), Report writing skills, Minutes taking, Advanced typing skills, Decision making, Process management, Flexibility, Collaborative, Professionalism, Efficiency, Confidentiality, Professional appearance, Following through instructions effectively, Effective Telephone etiquette, High ethical standards, Enthusiastic, Self-starter, Corporate culture focused, Integrity, Honesty, Good attitude and Matured

How to Apply

If you wish to apply and meet the requirements, please forward your Curriculum Vitae (CV) to RecruitmentSN@Postbank.co.za. Please indicate in the subject line the position you are applying for. To view the full position specification, log on to www.postbank.co.za and click on Careers.

Closing Date

02 May 2024

Disclaimers

The South African Postbank SOC Limited is committed to the achievement and maintenance of diversity and equity in employment, especially with regard to race, gender and disability. In compliance with the bank's employment equity plans, first preference will be given to candidates from designated groups. Correspondence will be limited to short listed candidates only.

If you do not hear from the South African Postbank SOC Limited or its Agent within 3 months of this advertisement, please accept that your application has been unsuccessful. The South African Postbank SOC Limited reserves the right not to fill the positions or to re-advertise the positions at any time.

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